



## **HOW TO PARTICIPATE IN A MICROSOFT TEAMS MEETING**

There are three ways to join a Teams Meeting: via smart phone, computer, or conference call.

- If joining the Teams Meeting from your smartphone, download the free Microsoft Teams app in advance of the meeting. Allow Microsoft Teams to use your audio and microphone when prompted so that you will be able to participate in the meeting. When its time for the meeting, click on the 'Click here to join the meeting' link found at the top of the agenda online and you should be able to join the meeting via your new app. You will be able to log into the app as a "guest," and it will prompt you to enter your name.
- If joining the meeting from your computer, you do not need to download the app - just click on the 'Click here to join the meeting' link found at the top of the agenda. When a webpage opens and asks how you want to join the meeting, click Join on the web instead. You can use any browser except Safari.
- If you prefer to call in directly, use the telephone and conference ID number provided on the meeting agenda or below. Calling in would limit your ability to see what might be presented on the screen.

## **ACCESS INFORMATION FOR SEA URCHIN ZONE COUNCIL 2021 SPRING MEETINGS**

### **MEETING 1:**

**April 8, 2021 3:00pm**

To join via a smart phone or computer:

- visit <https://www.maine.gov/dmr/about/councils/urchin/index.html> and access the agenda online for MEETING 1.
- Click on the 'click here to join the meeting' link at the top of the agenda
- Follow the prompts to join the meeting

To join by calling in on the phone:

- Dial: 1-207-209-4724
- **Use Access code: 475 809 864# to join the meeting**

### **MEETING 2:**

**April 29, 2021 3:00pm**

To join via a smart phone or computer:

- visit <https://www.maine.gov/dmr/about/councils/urchin/index.html> and access the agenda online for MEETING 1.
- Click on the 'click here to join the meeting' link at the top of the agenda

To join by calling in on the phone:

- Dial: 1-207-209-4724
- **Use Access code: 200 582 094# to join the meeting**